

NSLS Contractor / Vendor Orientation Form

For Contractors, Vendors, Sales, and Other Service People sponsored by NSLS Employees or Users

Instructions: NSLS Contact and either: Training Coordinator (TC), ESH Coordinator (ESH), Safety Officer (SO), Building Manager (BM), or Assistant Building Manager (ABM) to indicate required training.

- **Return completed form to Corinne Messana (NSLS Guest Administrator), 725B well in advance of Contractor's arrival.**
- Foreign National visitors must complete the Guest Registration on the web at www.bnl.gov 30 days prior to arrival.
- Visiting for less than 3 days may require notification, gate access and an escort only. (See A thru H below)

Contractor Name: _____ BNL ID Number: _____ Foreign Natl.? ☐ Yes ☐ No

Extension? ☐ Yes ☐ No

Employer/Company Name: _____ Exp. Start Date: _____

NSLS Contact: _____ Contact's Tel Number(s)/pager: _____

Days to be on Site: _____ Dates of visit: _____ Expected to return? ☐ Yes ☐ No

BNL ID card can be encoded for access ONLY if ESH Briefing (Part C) AND rad. training (Part D) are both completed.
All courses marked "on web" are located at <http://training.bnl.gov> under "Web Courses".

ALL REQUIREMENTS MUST BE COMPLETED PRIOR TO START OF WORK.

A. Contractor/Vendor ID Badge Application

- ☐ Obtain from C. Messana, Rm. 2-104, x7398. To be encoded for ☐ NSLS ☐ SDL ☐ Neither
- ☐ ID Badge not required (*on site for 3 days or less*)

B. BNL Site Orientation (*select one*)

- ☐ Contractor/Vendor Orientation (CVO) any day (M-F) 8:30 to 10 am, bldg 938
(*for construction and trade: contractors, sub-contractors*)
- ☐ Guest Site Orientation (TQ-GSO) on web. (*for all other Guests, administrative/desk/computer work, and non-construction/trade contractors, vendors, and consultants*)
- ☐ Not required (*on site for 3 days or less and no Class 3b or 4 laser use, cranes, forklifts, rigging operations, entry into Noise Areas or Confined Spaces or HAZWOPER Exclusion Areas*)

C. NSLS ESH Coordinator Briefing for Contractors/Vendors

- ☐ By appointment only - see C. Messana or User Admin. Office to schedule.
- ☐ Not required (*3 days or less on site AND escorted*)

D. Access to Controlled Areas and Radiological Training (*select one*)

- ☐ No access to any Controlled Areas required – no training needed.
- ☐ Unescorted access to Controlled Area needed. GERT (*on web*) and ESH Coordinator Briefing are required.
TLD is required for Bldg. 729 (DUV-FEL) – *obtain from User Office.*
- ☐ Escorted access for less than 8 hours: Contractor will be in a Controlled Area for **less than 8 (eight) hours** AND will be **continuously escorted** by trained personnel (escort TLD required for 729). Use the Visitor/Escort sign-in sheets at entrances to Controlled Areas. NSLS Contact is responsible for arranging continuous escort.

E. Electrical Safety (*check all that apply*)

- ☐ Work on / near exposed energized conductors > 50 V AC or DC (*Training and permit are required*)
- ☐ Training Required: Electrical Safety 1 (TQ-ELECSAF1) and LOTO Authorized (HP-OSH-151B) – *both on web.*
- ☐ See John Aloï (x7018) for Energized Work Permit and PPE training. ** Permit requires signature from Contractor's Supervisor, verifying that Contractor has proper technical ability to complete the task. ***
- ☐ None of the above – no Electrical Safety requirements.

F. Additional Locations ☐ None, or check all that apply:

- ☐ NSLS Beamline(s) - requires BLOSA for each beamline: _____ (*Contact beamline staff to schedule.*)
- DUV-FEL (building 729): ☐ GERT (see Part D above) **and** TLD required for unescorted access
- ☐ SDL ESH Briefing for unescorted access (*Contact B. Singh x5350 to schedule*)
- ☐ SDL BLOSA for Scientific/Technical work (*Contact B. Singh x5350 to schedule*)

G. Environmental Aspects ☐ None.

☐ Yes – Training: _____

H. Other Training Required? ☐ No

☐ Yes – specify: _____

NSLS Contact Signature

Date

Rev. Date: 04/21/2006

Signature of either: TC|ESH|SO|BM|ABM Date

cc: Training Coordinator, Contractor File